CRT-Alternate Assessment Logistics





Agenda

- Receiving Materials
- Test Booklets
- Test Material Kits & Return Materials
- Ordering Additional Materials
- Student Response Booklet & Transferring Scores
- The Survey
- · Returning Materials
- Important Dates
- Resources





Receiving Materials

- Materials will be received by System Test Coordinators via:
 - one shipment, and
 - Downloading secure test booklets online
- System Test Coordinators will disseminate all testing materials to Test Administrators





Secure Grade-Specific Test Booklets

 February 4, STCs can download password protected secure Test Booklets from Measured Progress web site:

http://www.measuredprogress.org/

- 1. Select "Special Ed. Clients" under Quick Links
- 2. Select "Montana"
- You will need one Test Booklet per Student
- Non-secure materials: Administration Manual, Scoring Rubric, Standards & Expanded Benchmarks





Test Material Kits & Return Materials

- February 6 11, Shipment received by System Test Coordinators
 - 1. Test Material Kits:
 - · Grade-specific accordion folders with test materials
 - 1 per school, use old kits from previous years
 - Kits for Reading and Math grades 3-8 & 10
 - Kits for Science grades 4, 8 & 10
 - 2. Return Materials:
 - Student Response Booklets, 1 per student
 - White plastic envelopes with return label, 1 per student
 - Checklist and Survey
 - · Return Instructions



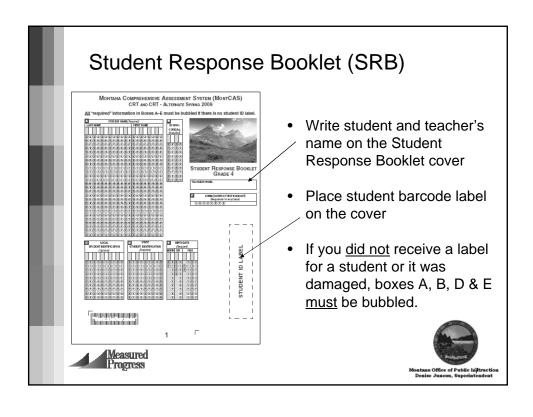


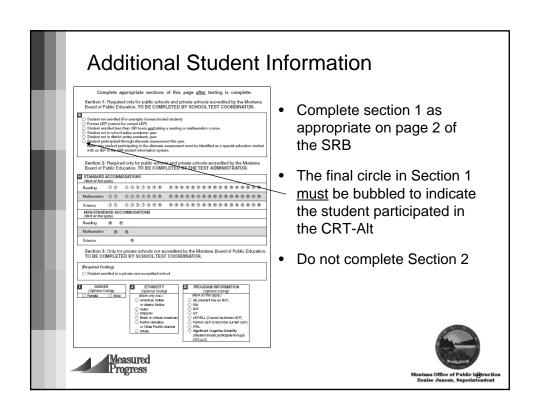
Ordering Additional Materials

- Before this year's test:
 - Call or email Lynn Albee at Measured Progress at: <u>albee.lynn@measuredprogress.org</u> 1.800.431.8901 ext. 2309
- Replacement Materials for next year:
 - Complete and return the pink Materials Replacement Form (found in the Test Material Kit) with the Student Return Materials



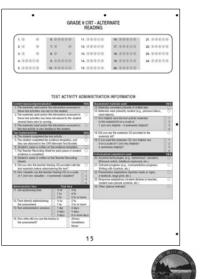








- Scores must be transferred from the Test Booklet to the Student Response Booklet
- Please record the answers on both documents





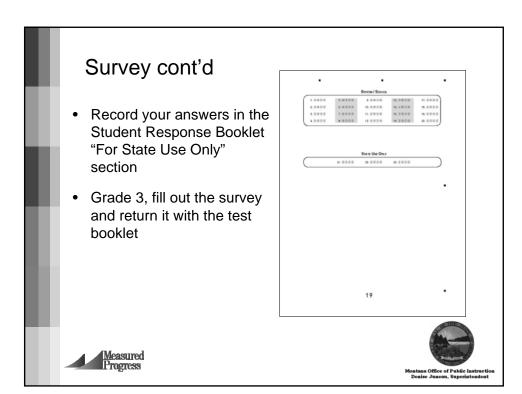
Survey

- Questions on training and experience administering the CRT-Alt
- Can be found on separate sheet with Student Response Booklet
 - 21. Have you given the CRT-Alt before this year, 2009?
 A. YES
 B. No
 - 22. Pick the response that describes the training you received to give this test. (Mark all that apply)
 - A = I used the 2009 training CD.

 - B = I attended a training in 2009.
 C = I did not receive training (or view the CD) this year but have received training (or viewed the training CD) in previous year (s).
 - D = I have never accessed training materials.
 - 23. Did you check your test administration procedures against the Implementation Checklist that was provided with the 2009 training CD that was included with the materials kit/replacement materials.
 - A. YES B. No







Student Response Booklet Guide **Grades Answer Grid Teacher Questionnaire** Answer questions directly on the 3 Pages 3 & 4 questionnaire and return with materials to Measured Progress "State Use Only", bubbles 21, 22, 23, page 19 4 Pages 15, 16, & 17 "State Use Only", bubbles 21, 22, 23, 5 page 15 Pages 12 & 13 "State Use Only", bubbles 21, 22, 23, page 15 6 & 7 Pages 11 & 12 "State Use Only", bubbles 21, 22, 23, page 19 8 & 10 Pages 14, 15, & 16 (Measured Progress

Returning Assessment Materials

Remember:

- Apply the Student Barcode Label
- Bubble the student participated in the CRT-Alt on page 2 of the Student Response Booklet
- Write Student's name on all materials
- Leave white envelopes unsealed in order for STCs to QC materials

One envelope per student containing:

- · CRT-Alternate Test Booklet
- Evidence Templates
- · Teacher Recording Sheets
- Student Response Booklet
- Material Replacement Form

Return to System Test Coordinator by March 26th





Returning Assessment Materials cont'd

- Completed Return Materials are received by System Test Coordinators by March 26th and then shipped to Measured Progress via UPS by March 27th
- Test Material Kits are returned to System Test Coordinators and are securely stored for next year's use





Important Dates

Dates	Events
Feb. 4	STCs download and print Test Booklets and disseminate to administrators
Feb. 6 -11	STCs receive Test Material Kits and Return Materials (including SRBs) and disseminate to administrators
Feb. 10 - March 25	CRT-Alternate Testing Window
March 26	Last day to return Student Return Materials (including SRBs) to STCs
March 27	Last day to ship Student Return Materials to Measured Progress via UPS





Resources & Contacts

- CRT-Alternate Assessment Resources:
 - Standards and Expanded Benchmarks
 - · Administration manual
 - 2009 CRT-Alt Administration Training CD
- Links:
 - http://www.opi.mt.gov
 - www.measuredprogres.org
- Montana Office of Public Instruction (OPI):
 - Judy Snow (406) 444-3656
- Measured Progress:
 - Lynn Albee (800) 431-8901 ext. 2309





